

REPORT SURVEY		1. DATE OF SURVEY	2. TYPE OF REPORT	
3. PERSON TO CONTACT REGARDING REPORT	NAME [REDACTED] 25X1A9a	1 November 1977	REQUIRED <input type="checkbox"/>	PREPARED <input checked="" type="checkbox"/>
4. REPORT TITLE	COMPONENT General Counsel	ROOM NO. AND BLDG. 221 East	PHONE 712	
5. AUTHORITIES OR DIRECTIVES REQUIRING THIS REPORT <b>Summary Obligation and Property Requisition Report</b> <b>EB 30-110-2</b>				
6. REPORTING FREQUENCY (Daily, weekly, monthly, as situations occur, etc.)	7. REPORT FORMAT (Form no., memorandum, machine tabulation, etc.)			
Monthly	Form 732			
8. DATE REPORT IS DUE	9. NUMBER OF REPORTS RECEIVED/PREPARED ANNUALLY IF REPORT IS A "SITUATION" REPORT			
cob third working day after end of each month				
10. OFFICES OR ACTIVITIES REQUIRED TO SUBMIT THIS REPORT	11. DISTRIBUTION OF THIS REPORT			
All Agency components	ORIGINAL: Finance Division COPIES: General Counsel			
12. ESTIMATE OF THE NUMBER OF MAN HOURS REQUIRED TO PREPARE THIS REPORT ONE TIME. INCLUDE MAN HOURS REQUIRED AT ALL LEVELS TO MAINTAIN RECORDS, COLLECT DATA, PREPARE FEEDER REPORTS, AND COMPILE THE FINAL REPORT. . . . .				1/2 hour
13. COMPLETE THE FOLLOWING AS APPROPRIATE TO EITHER A "REQUIRED" OR "PREPARED" REPORT, OR BOTH, USING SPACE 14 IF NECESSARY.				
A. DOES THIS REPORT DUPLICATE IN WHOLE OR IN PART ANY OTHER REPORT? IF SO PLEASE EXPLAIN.				YES NO
B. IS THE INFORMATION REPORTED IN MORE DETAIL, SUBMITTED MORE FREQUENTLY, OR GIVEN WIDER DISTRIBUTION THAN IS CONSIDERED NECESSARY TO SERVE THE PURPOSES FOR WHICH THE REPORT WAS ESTABLISHED?				
				X
C. IS THIS REPORT THE RESULT OF AN ADMINISTRATIVE OR PROCEDURAL PROBLEM WHICH SHOULD BE CORRECTED RATHER THAN REPORTED ON?				
				X
D. COULD THE PURPOSES OF THIS REPORT BE SERVED BY DIRECT SUPERVISION OR INSPECTION, OR BY BRIEFINGS, STAFF MEETINGS, ETC.?				
				X
E. HAS OFFICE ROUTINE EVER BEEN DISRUPTED OR HAS OVERTIME EVER BEEN REQUIRED TO MEET THE SUBMISSION DATE FOR THIS REPORT?				
				X
F. DO YOU RECOMMEND THAT THE FORM OR FORMAT OF THIS REPORT BE REVISED WITH RESPECT TO:				
(1) SPACING? . . . . .				
(2) WEIGHT OF PAPER? . . . . .				
(3) POSSIBLE ELIMINATION OF TRANSMITTAL CORRESPONDENCE? . . . . .				
				X
G. IF THE REPORT IS REPRODUCED BY MIMEOGRAPH, DITTO, MULTILITH, ETC., DO YOU RECOMMEND THE PROCUREMENT OF REPRODUCIBLE MASTERS WITH HEADINGS, LINES, ETC. PREPRINTED THEREON TO EXPEDITE PREPARATION OF THE REPORT?				
Forms are preprinted now				
H. WOULD YOUR OFFICE DISCONTINUE:				
(1) MAINTAINING . . . . .				
(2) COMPILING . . . . .				
THE DATA BEING SUBMITTED IN THIS REPORT IF THE REQUIREMENTS FOR IT ARE NOT MET				
Approved For Release 2001/08/13 : CIA-RDP59-00882R000000200012-1				X

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14. REMARKS (If you prepare this report, furnish a general opinion of its value. Cite any evidence or lack of evidence that the report is worth its cost. Recommend any improvements, including methods for preparing and submitting the report.)

☐ CONTINUED ON SEPARATE SHEET

REVIEW BY CHIEF OF COMPONENT

RECOMMENDATIONS

☐ CONTINUED ON SEPARATE SHEET

DATE

7 Nov 1955

TITLE

LAWRENCE R. HOUSTON  
General Counsel

SIGNATURE

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